



## **OFFICE OF THE MUNICIPAL ACCOUNTANT**



## 1. Request for Approval and Processing of Disbursement Vouchers - Financial Assistance

Disbursement Voucher is issued by the Accounting Office, after verifying the completeness of the supporting documents, and then approved by the Municipal Accountant.

<b>OFFICE / DIVISION</b>	MUNICIPAL ACCOUNTANT			
<b>CLASSIFICATION</b>	Simple			
<b>TYPE OF TRANSACTION</b>	G2G - Government to Government			
<b>WHO MAY AVAIL</b>	All			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
Duly signed Obligation Request			Budget Office	
Duly signed Social Case Study Report with Certificate of Eligibility			MSWD Office	
Proof of Eligibility			Public/Brgy. Captain	
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Present the Obligation Request and its supporting papers for verification	Prepare the Disbursement Voucher and corresponding Journal Entries	None	10 minutes	ACCOUNTING STAFF  RUBY M. ROBERTO  JOSE L. LIMBO JR
2. Proceed to the Municipal Accountant for the approval of disbursement voucher	For signature	None	3 minutes	MUNICIPAL ACCOUNTANT  CIRILO M. MISTA
<b>TOTAL :</b>			13 minutes	



## 2. Request for Accountant's Advice of Local Check Disbursement

All checks issued for disbursement are supported by an Accountant's Advice

<b>OFFICE / DIVISION</b>	MUNICIPAL ACCOUNTANT			
<b>CLASSIFICATION</b>	Simple			
<b>TYPE OF TRANSACTION</b>	G2G - Government to Government			
<b>WHO MAY AVAIL</b>	All			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
Fully processed Disbursement Voucher with supporting documents			Treasury Office	
Duly signed Disbursement Check			Treasury Office	
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Present the check together with the disbursement voucher for the preparation of the Accountant's advice of local check disbursement	Receive and record approved checks for Journal Entries	None	5 minutes	ACCOUNTING STAFF ANDREA BLANCA L. CASTRO VERMONT V. FANDIALAN
2. Proceed to the Municipal Accountant for the approval of checks for disbursement	For signature	None	5 minutes	MUNICIPAL ACCOUNTANT CIRILO M. MISTA
<b>TOTAL :</b>			10 minutes	